

**Megan M. Boehnke**  
**406.529.3260**  
**megan.boehnke@gmail.com**

To Whom It May Concern:

I am submitting my resume for the position of Commissioner of Political Practices for the State of Montana. I am interested in the position as it relates to the political environment, having studied this in part of my Bachelors of Arts in Political Science, being part of the system in the State of Montana and monitoring practices of the political climate.

I have worked in fast paced environments coding documents for legal clients, drafting letters, mapping organizations, and interacting with many different types of individuals. I have had to help and train coworkers in different computer programs. In the positions I have held. I have used many computer programs including Access, Word, Publisher, Outlook, Excel, and HealthStream.

I graduated from Webster University in July 2011 with a Global Masters of Arts in International Relations. Well completing this degree I studied in five different countries, The United Kingdom, The Netherlands, Thailand, Austria, and Switzerland. I focused on water as a security issue in the Middle East.

I graduated from the University of Montana-Missoula in May of 2007 with a B.A. in Political Science with the emphasis in International Relations. Over the four years of my undergraduate study, I took classes that deal with the function and analysis of governments, political systems and practices, have made presentation to classes and at conferences and have used different computer programs in which to complete a variety of projects.

I was the President of Montana Model United Nations during the 2006-2007 school year. This gave me the experience of putting on a conference and the knowledge from representing my assigned countries positions. This was an experience that has given me the confidence to speak in front of large groups and has improved my ability to organize and my people skills. It has also allowed me to better deal with conflict and in assessing the needs of individuals. After graduating from college I proceeded to volunteer my time, for three years, at my former high school and help students prepare and compete at the Montana Model United Nations Conference.

Thank you for your time and consideration.

Sincerely,  
Megan M. Boehnke

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**Education:**

Global Masters of Arts International Relations, Webster University (3.51) – August 2011  
Bachelors of Arts – Political Science emphasis International Relations and Comparative Governments, University of Montana – May 2007

**Skills Summary:**

**Computers:** Microsoft Office, Social Media,  
**Public Speaking**  
**Writing**  
**Customer Service:** Cashing, Problem Solving  
**International Relations**

**Professional Summary:**

A motivated individual with extensive professional experience and a background that includes:

☐ **Have studied the political practices in the United States, the State of Montana and the world since 2003.**

- Results-driven achiever and effective team leader with exceptional inter personal skills
  - Highly flexible and adaptable performer; adept at multi-taking and thriving in a fast-paced environment while coordinating numerous time-sensitive projects
  - Motivated self-starter and problem-solver who works hard and loves a challenge.
  - Very organized and timely in work ethic
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**Work Experience:**

September 2011- Shopko - Present

**Jewelry Specialist**

Oversee the jewelry department.

Set merchandise, Place Advertisement, Cashier, Customer Service

**Environment:** Shopko ad program, Cashiering

May 2010– Mary Kay - Present

**Independent Beauty Consultant**

Help women find the skin care program and make-up for them.

☐ Mary Kay InTouch,

**Environment:** Customer Service, Microsoft Office

January 2009 –Litigation Abstract, Inc. - August 2010

**Document Coder**

Coded documents for clients

**Environment:** Microsoft Access

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August 2007 - St. Patrick Hospital and Health Science Center - November 2008

**Organizational Development Program Coordinator**

Set up and ran the electronic education database, HealthStream.

Helped organize and run the non-clinical programs and education.

Audited data from electronic database for an organizational map.

Environment: Microsoft Office, HealthStream, Customer Service

May 2006 - St. Patrick Hospital and Health Science Center - August 2007

**Food Service Worker**

Worked in the kitchen to cook and served food to the patients

Put together the meals for the Meals on Wheels program.

Environment: Cooking, Customer Service

May 2004 - University of Montana - Missoula Dinning Service - Cascade Country Store – May 2007

**Student Worker**

Prepared and served food for the student's at the University.

Have completed an inventory of a small convenience store

During the summer work, for the National Youth Sports Program to serve food to the participants.

Environment: Cooking, Customer Service

**Awards, Affiliations, Activities:**

Girl Scout Gold Award, received in 2003

Team Member of Montana Model United Nations 2005-2007

Team President of Montana Model United Nations 2006-2007

Helped advise the Missoula Sentinel High School Model United Nations Fall of 2007, 2008 and 2009

**References upon Request**

**Fox, Susan**

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**From:** Megan Boehnke [megan.boehnke@gmail.com]  
**Sent:** Friday, January 27, 2012 9:50 AM  
**To:** Fox, Susan  
**Subject:** Position of Commissioner of Political Practices  
**Attachments:** Resume 2012.political practices commission.docx

To Whom it May Concern,

I am sending my resume to be considered for the position of Commissioner of Political Practices.

Thank you for your consideration,  
Megan Boehnke

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Missoula, MT 59803

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